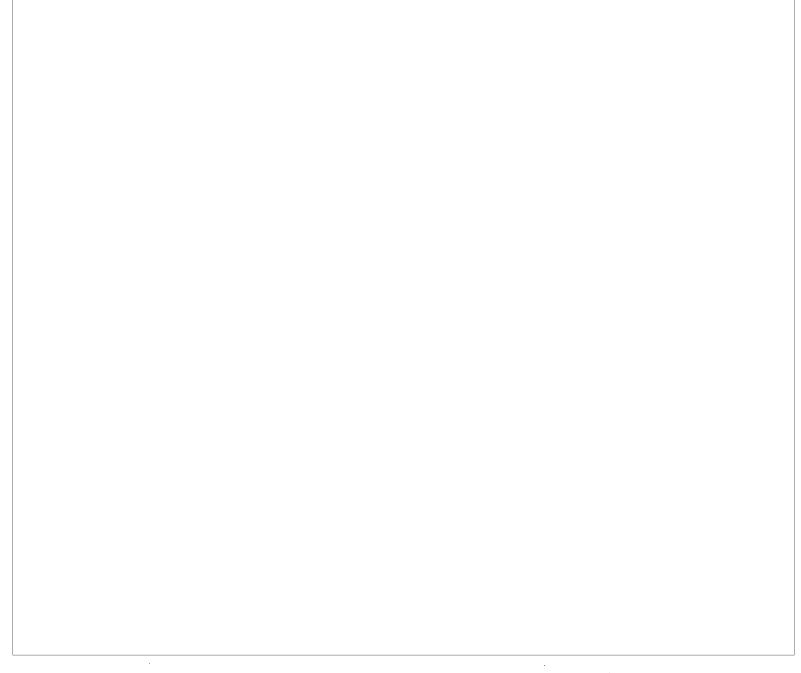
WEEKLY REPORT FOR SUPPLY GROUP FOR PERIOD ENDING 13 SEPTEMBER 1988

I. <u>Status of Tasks Assigned by Senior Management:</u>
None.

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II. Major Events That Have Occurred During the Preceding We	II.	Major	Events	That	Have	Occurred	During	the	Preceding	Weel
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F. The Material Support Branch, Requirements Division, remains heavily active in the processing of customer requisitions. During the reporting period, 490 new requisitions and requirements arrived at the Branch. Of this figure, 90 percent of the requisitions had already been granted a waiver for actions past procurement deadlines, 7 percent returned to the Branch with a waiver (not having originally had one), and 3 percent were returned to the customer for lacking waivers for procurement action.

G. The Expediting Section, Material Support Branch, Requirements Division, has researched and updated over 10,500 line items during the past month in support of fiscal yearend activities.

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H. During the past week, the Material Support Branch, Requirements Division, has been coordinating with procurement elements the new requisitioning and distribution procedures for copier paper products under Printing and Photography Group/OL management. An initial order for \$500,000 was processed to fulfill paper requirements for DDO/APARS high speed copiers. General Procurement Team had been working in advance to place the order with the local Yorktown representative.

- I. In coordination with General Procurement Team and Printing and Photography Group, the Material Support Branch, Requirements Division has established new procedures to eliminate yearly funding problems on contract items for which a requirement exists to add a variance of "plus or minus 10%". Funding problems normally occur at year end when the additional quantity covered by the 10% is received but the required money has not been committed and there is none available. For the present and future years, the 10% variance will be committed in ICS/CLAS even though the contract will continue to be written as presently, by adding a second line item (not to be included in the contract). This action will provide the Office of Logistics with better control of PRA and ensure that required monies are encumbered without the need to search for additional funds at year end.
- J. The Support Division, Supply Group, conducted a Type II property accountability tutorial for two students on 7 September.

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	MING EVENTS:			
The Su	pport Division, Son to Supply countember. Eight s	rse in the SG	Conferen	ce Room on 1
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The Sur Introduction and 16 Septattend.	pport Division, Son to Supply countember. Eight s	rse in the SG tudents are to	Conferen	ce Room on 1
The Support of the Su	pport Division, Son to Supply countember. Eight s	rse in the SG tudents are to	Conferen	ce Room on 1

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